



## CHARTER

*(Revised May 28, 2009)*

### PURPOSE AND MISSION

The California Air Response Planning Alliance (CARPA) provides a forum for air districts, environmental and public health departments, emergency response agencies, and public information officers to facilitate an increase in response coordination and agency capabilities for responding to large hazardous air release incidents and protecting public health in California. Specifically, CARPA's charge is to address means to improve air quality assessments, to make such assessments useful, and provide public health officials with 'actionable' information.

CARPA's responsibilities, as identified by the founding agencies and the Steering Committee, include raising awareness among the California emergency response community of existing and potential capabilities, improving cooperation and coordination among groups, and enhancing, cataloging, developing, and disseminating information on credible response methods and practices to groups throughout the State.

### ROLE AND FUNCTION

CARPA is an *ad hoc* alliance of technical and response leaders working together to strengthen the air response component of emergency response in California. CARPA can provide:

- Planning/Preparedness
- Guidance
- Technical support

### OBJECTIVES

- Build communication networks.
- Provide education and awareness of respective needs of the air, public health, and emergency response communities.
- Identify areas of common interest and find workable compromises to any areas of conflict.
- Develop and provide a simple and useable model, integrating the technical, public health, and public information aspects, for use by agencies in California.

- Compile and/or develop techniques, methods, practices, documents, or applications and identify them as reliable for use in major air release incident response (by virtue of their widespread and successful use by public agencies responsible for protecting the public's health during an air emergency).
- Provide in-kind agency resources to achieve CARPA goals.
- Develop effective communication and outreach strategies and information to the public, other agencies, and the media.

## **STRUCTURE**

CARPA is an *ad hoc* alliance of agencies governed by a Steering Committee and subcommittees, as detailed below.

### **Steering Committee**

The Steering Committee's structure includes general agency representatives (see list below). Two co-chairs are elected every two (2) years to facilitate the meetings. The co-chairs will be responsible for creating agendas for each meeting, obtaining input from committee members for agenda topics, and overseeing the general direction and progress of committee activities.

The Steering Committee will act as a policy level and overall coordination group responsible for approving and posting techniques, methods, or practices recommended by the subcommittees on the CARPA web page. Each Steering Committee member will also be affiliated with one or more of the subcommittees in a liaison capacity, and not necessarily as the lead.

Representatives from the following agencies are represented on the CARPA Steering Committee. No terms are set for how long agency representatives can serve. As this is a dynamic organization, agency representation is subject to change:

California Air Resources Board (CARB)  
 California Emergency Management Agency (CalEMA)  
 US EPA Region 9  
 Agency for Toxic Substances and Disease Registry (ATSDR, Regional Office)  
 Lawrence Livermore National Laboratory (LLNL)/National Atmospheric Release Advisory Center (NARAC)  
 CA Air Pollution Control Officer's Association (CAPCOA)  
 Office of Environmental Health Hazard Assessment (OEHHA)  
 CA Conference of Local Public Health Officers (CCLHO)  
 CA Department of Public Health (CDPH)  
 Sacramento City Fire Department Special Operations Unit  
 California Environmental Protection Agency (CalEPA)

### **Subcommittees**

The three subcommittees (Data, Data to Message, and Message to Audience) were established by the Steering Committee. New subcommittees can be added at the discretion of the Steering Committee. The subcommittee leads, appointed by the Steering

Committee, are responsible for convening a group of state, local and California-based federal agency representatives and individuals who have interest and expertise to contribute toward the development of products and services pertaining to each subcommittee's theme. Invitations to participate on a subcommittee are at the discretion of the subcommittee leads and there are otherwise no other restrictions for participation on a subcommittee. Subcommittee leads will be assigned for two years, consistent with the timeframe for the Steering Committee chairs. The main conduit for reporting subcommittee activities to the Steering Committee is through the liaisons appointed to each subcommittee. In addition, subcommittees are expected to submit their draft annual work plans and work products to the Steering Committee for review and comment. See the Subcommittee Charge memo (Appendix A).

The subcommittees are organized according to the three themes developed for the 2008 CARPA Summit:

**Data**

All aspects of planning for and conducting measurements or making technical assessments of the impact of an air quality emergency incident and specifically including air monitoring, sampling, modeling, and data management.

**Data to Message**

To facilitate preparedness, training, and coordination of public health issues that arise during major air releases, and gaining a better understanding of the challenges of using air quality data and health-based action levels to make rapid decisions about health and safety during emergencies.

**Message to Audience**

Addresses the development of public messages by the agencies involved in an incident and effective dissemination to all appropriate parties.

**MEETING MANAGEMENT**

Steering Committee meetings will be held bi-monthly in 2009 or until such time as the Committee determines that the subcommittees are operating effectively and requiring less oversight from the Steering Committee; once this occurs, Steering Committee meetings will be held 2 to 3 times per year. The co-chairs will facilitate the meetings to ensure meetings are run effectively and that assignments are made to subcommittee chairs, as appropriate. The January-February meeting agenda will include re-evaluating committee membership, reviewing/revising the CARPA Charter, and scheduling next year's meetings and who will host them. Beginning in January-February 2009 and every two years thereafter, the Steering Committee will elect new co-chairs.

Meetings will be rotated among the member agencies. The agency hosting the meeting will set up the meeting and provide all the materials (agenda, logistics info, etc.) and take and distribute notes for the meeting. CARB will update and maintain the CARPA website with the current information. The co-chairs will also ensure that an annual calendar is created with the hosting agencies and their corresponding months identified, and post it on the CARPA website.

## Appendix A

### CARPA Steering Committee Charge to Subcommittees

The CARPA Steering Committee is embarking on the next step to improve the coordination and effectiveness of agencies involved in responding to air quality emergencies. This document will serve as a formal charge from the CARPA Steering Committee to establish and provide guidance and authorization to its newly formed Subcommittees.

For those of you that attended the Summit Conference in October, 2008, you will be familiar with the idea of forming subcommittees organized in a manner similar to the conference, i.e., 'Data', 'Data to Message', and 'Message to Audience.'

**'Data'** includes all aspects of planning for and conducting measurements or making technical assessments of the impact of an air quality emergency incident. Specifically, these elements are **monitoring** (sampling devices and hand held analyzers), **analysis** (on-site or laboratory based constituent determinations and quantification), plume and meteorological **models and assessments**, and **data** logging, transmittal, and storage.

**'Data to Message'** includes the interpretation of air data for health-based decision making and developing a better understanding of the challenges of using air quality data and health-based action levels to make rapid decisions about health and safety during emergencies.

The **'Message to Audience'** group will address the development of a public message by the agencies involved, and its effective dissemination to all appropriate parties. A successful message includes and utilizes the organizational elements of incident information centers, ensures consistent and up-to-date messages, and provides for the dissemination of information, advice, or instruction to impacted segments of the public during an event.

The Steering Committee charges each subcommittee with the following tasks:

#### TASKS

- Review the gaps identified during the Summit, and evaluate, research, and recommend improvements;
- Techniques, methods, and practices
  - Evaluate those that can be used by agencies or departments at each level of government;
  - Develop those that encourage collaboration and cooperation in their planning and execution between government agencies at all levels of government;
  - Outline pros and cons as they relate to the CARPA definition of 'Actionable;'

- Review and consider enhancements to existing techniques, methods, and practices as a starting point. In addition, investigate what other groups may already consider best practices and determine their applicability for emergencies in California.

## ORGANIZATION

- Appoint a leader and secretary and organize the participants to address the full range of issues. Develop a schedule of activities and target dates for recommendations;
- Construct the organization and goals of the subcommittee with the recommendations of the members and seek the participation of experts in the field;
- Seek input from subcommittee participants, other outside experts and technical advisors as needed. Vendor participation is encouraged, but any reviews and recommendations should be balanced and objective;
- Report subcommittee progress to the CARPA Steering Committee at each Steering Committee meeting. This can be done by teleconference.

Once launched, we expect the subcommittees will meet monthly. Several face-to-face meetings may be needed initially to get the groups organized and the projects outlined.

The Steering Committee will be responsible for approving and posting techniques, methods, or practices recommended by the subcommittees on the CARPA web page.

The Steering Committee members will be affiliated with one or more of the subcommittees in a liaison capacity, but not necessarily as the lead.



**Jeff Cook, ARB**



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